UNITED
NATIONS

A

General Assembly

Distr.
GENERAL

A/AC.172/162
14 July 1995

ORIGINAL: ENGLISH

COMMITTEE ON CONFERENCES
Substantive session of 1995
Item 2 (b) (iii) of the agenda

CALENDAR OF CONFERENCES AND MEETINGS: IMPROVED UTILIZATION OF CONFERENCE-SERVICING RESOURCES

Existing conference resources, facilities and services within the United Nations

Report of the Secretary-General

I. INTRODUCTION

1. At its substantive session of 1993, the Committee on Conferences took note of the information presented in the report of the Secretary-General on existing conference resources, services and facilities within the United Nations system (A/AC.172/152). It requested the Secretariat to provide further analysis, including data on the level of the staff posts listed in the report, the nature of the meetings convened, capacity utilization and comparative costs of meetings in New York, Geneva and Vienna and further information on facilities provided free of charge by Governments or organizations within and outside the United Nations system. The information contained in the present report and its annex was prepared in response to that request. It was drawn from the replies received from the secretariats at United Nations offices, including the regional commissions, and the secretariats of the specialized agencies of the United Nations. Information received after the publication of the present report will be issued in an addendum.

2. Moreover, in paragraph 16 of its resolution 48/222 A, the General Assembly requested the Secretary-General, as Chairman of the Administrative Committee on Coordination (ACC), through the established mechanism of the Inter-Agency Meeting on Language Arrangements, Documentation and Publications (IAMLADP), to enhance system-wide coordination of conference activities, including coordination of meeting schedules, with a view to optimizing the use of available conference services, resources and facilities, with due regard to

95-21014 (E) 140895 150895

/...

quality, and making possible the effective participation of Member States, and to report on the results achieved to the Assembly at its fiftieth session, through the Committee on Conferences. The information requested by the Assembly in the aforementioned resolution is also contained in the present report.

II. CONFERENCE FACILITIES AT UNITED NATIONS OFFICES

A. Headquarters, New York

3. As the data in the annex indicate, facilities at Headquarters comprise 15 rooms equipped for simultaneous interpretation, and 5 rooms without interpretation facilities. Six large conference rooms have sufficient capacity to accommodate meetings of the full membership of the United Nations (General Assembly Hall, Trusteeship Council Chamber and conference rooms 1, 2, 3 and 4). The remaining rooms, conference rooms 5, 6, 5/6, 7, 8, 9, 10, the Economic and Social Council Chamber and the Security Council Chamber and Consultation Room, can accommodate from 17 to 130 representatives at table. Under Article 28 of the Charter of the United Nations, the "Security Council shall be so organized as to be able to function continuously". The Security Council Chamber and Consultation Room are consequently at the disposal of the Security Council alone.

B. United Nations Office at Geneva

4. The United Nations Office at Geneva has 21 conference rooms equipped for simultaneous interpretation, including 10 rooms in the old Palais and 11 in the new wing. Six of those rooms have sufficient capacity to accommodate full-membership meetings. In addition, there are four rooms without interpretation facilities.

5. In general, meetings whose secretariat is located in the old Palais and that can be accommodated in smaller conference rooms are assigned to conference rooms in the old Palais. Meetings whose size and nature are such that the Council Chamber, adjacent caucus rooms and offices provide ideal facilities from operational and security points of view, are similarly assigned to the old Palais. Lastly, the old Palais is the venue for conferences requiring the Assembly Hall (the largest room) and a number of smaller rooms, including caucus rooms without interpretation facilities, and whose methods of work require large servicing secretariats and numerous servicing offices immediately around the Assembly Hall.

C. United Nations Office at Vienna

6. The Vienna International Centre has five conference rooms equipped for simultaneous interpretation and two rooms without interpretation facilities. The Boardroom, which is the largest conference room at the Centre, and Conference Rooms I and II, are equipped with flexible seating that makes it possible to adjust from lecture to other configurations. Moreover, it is possible to arrange the seating in the Boardroom to accommodate full-membership

meetings with up to 200 representatives at table. In that case, however, there is no provision for advisers.

7. There is no permanent seating configuration at the Austria Conference Centre (see sect. VI.B below), which makes it possible to accommodate nearly a dozen full-membership meetings with simultaneous interpretation.

D. United Nations Office at Nairobi

8. The United Nations Office at Nairobi has at its disposal seven conference rooms equipped for simultaneous interpretation and one room without interpretation facilities. The seating in rooms 1, 2 and 3/4 is sufficient to accommodate full-membership meetings.

E. Economic Commission for Africa

9. The Plenary Hall and four Committee Rooms at the Economic Commission for Africa (ECA) can accommodate from 40 to 84 representatives at table and are equipped for simultaneous interpretation. While the facilities are not currently adequate for the convening of full-membership meetings, the construction of new facilities at the Commission should make it possible to do so by 1996.

F. Economic Commission for Europe

10. The conference-servicing requirements of the Economic Commission for Europe (ECE) are met by the common services of the United Nations Office at Geneva.

G. Economic Commission for Latin America and the Caribbean

11. The Economic Commission for Latin America and the Caribbean (ECLAC) has three conference rooms equipped for simultaneous interpretation, with a total capacity of up to 691 seats. None of the rooms, however, has sufficient capacity for full-membership meetings.

H. Economic and Social Commission for Asia and the Pacific

12. The Economic and Social Commission for Asia and the Pacific (ESCAP) has five conference rooms equipped for simultaneous interpretation, with a total capacity of 1,856 seats. ESCAP Hall, which can accommodate 208 representatives at table, has sufficient capacity for full-membership meetings.

I. Economic and Social Commission for Western Asia

13. Pending relocation to Beirut, the Economic and Social Commission for Western Asia (ESCWA) has been convening meetings in hotels in Amman or elsewhere in the region.

III. LEVEL OF STAFF POSTS

14. Information on the number of permanent conference staff by category, including the level of staff posts, is contained in the annex to the present report.

IV. NATURE OF THE MEETINGS CONVENED

15. In broad terms, meetings within the United Nations system consist primarily of intergovernmental, legislatively mandated bodies and expert groups. Meetings of regional groups and other informal meetings convened by Member States, as well as consultations among non-governmental organizations (NGOs), too account for considerable utilization of conference rooms, although in most instances such meetings and consultations are not provided with conference services. Moreover, the secretariats within the system hold meetings under their programmes of work, including lectures, workshops, seminars, symposiums, training courses, examinations, press conferences and meetings concerning daily operations.

16. In addition, facilities are used for technical meetings organized by government institutions, external agencies and universities, study groups and international congresses. Lastly, in some cases, the premises are used for fund-raising events, concerts and other cultural events, films and video presentations and community activities.

V. CAPACITY UTILIZATION

A. Meeting rooms

17. The following methodology was used to compute capacity utilization of meeting rooms in New York, Geneva, Vienna and Nairobi in 1994. First, the number of conference rooms was multiplied by two (i.e. 2 meetings a day). Secondly, the product was multiplied by five (i.e. 5 days a week). Thirdly, the resulting product was multiplied by 52 (i.e. 52 weeks a year). The final product represents the notional capacity of the location in question. Lastly, the total number of official and unofficial meetings held in 1994 was divided by the notional capacity figure. The result is the office's actual capacity utilization expressed as a percentage.

18. The number of meeting rooms used to compute capacity utilization in New York was 18 rather than 20, as the Security Council Chamber and Consultation Room are reserved for meetings of that organ. The capacity utilization figure of 109 per cent for 1994 was calculated as follows:

(1) 18 x 2 = 36
(2) 36 x 5 = 180
(3) 180 x 52 = 9,360/year (notional capacity)
(4) 10,188/9,360 = 109% (actual capacity utilization in New York)

19. With regard to Geneva, the capacity utilization figure of 56 per cent for 1994 was calculated as follows:

(1) 25 x 2 = 50
(2) 50 x 5 = 250
(3) 250 x 52 = 13,000 (notional capacity)
(4) 7,284/13,000 = 56% (actual capacity utilization at Geneva)

20. For Vienna, the capacity utilization figure of 36 per cent for 1994 was calculated as follows:

(1) 7 x 2 = 14
(2) 14 x 5 = 70
(3) 70 x 52 = 3,640 (notional capacity)
(4) 1,312/3,640 = 36% (actual capacity utilization at Vienna)

21. Regarding Nairobi, the capacity utilization figure of 4 per cent for 1994 was calculated as follows:

(1) 8 x 2 = 16
(2) 16 x 5 = 80
(3) 80 x 52 = 4,160 (notional capacity)
(4) 182/4,160 = 4% (actual capacity utilization at Nairobi)

B. Translation

22. The annual translation capacity of the permanent staff of the six translation services in New York can be calculated by using the following variables:

(a) Average number of pages of revised translation produced per staff member;

(b) Number of staff (translators and revisers);

(c) Time spent on activities other than translation, such as précis-writing and terminological research.

23. The number of permanent translators/revisers in the services is 302, and on the basis of statistics covering the period from 1992 to 1994, the other variables are estimated as follows:

(a) Daily average number of pages of revised translation per staff member: 4.6;

(b) Time spent on non-translation activities: 18 per cent.

24. It should be noted that the above-mentioned overall productivity rate of 4.6 pages assumes that 60 per cent of the work is being done on a self-revision basis, and reflects the following current productivity rates by specific activity:

(a) Productivity of translators doing self-revision: 5.25 pages a day (as compared to the workload standard of 4.25);

(b) Translators doing translation only, subject to subsequent revision: 5.4 pages a day (as compared to the workload standard of 5 pages);

(c) Revisers: 15.2 pages a day (as compared with the workload standard of 15 pages).

25. On that basis, the annual capacity of the permanent staff in the six language services can be calculated as follows:

4.6 pages x 302 staff x 210 working days a/ x 82% time spent on translation = 239,200 pages

---

a/ Representing 365 calendar days minus weekends (104 days), annual leave (30 days), official holidays (9 holidays), and average sick leave and mission travel (12 days), or a total of 42 weeks per work year.

26. In addition to the permanent internal capacity, a total of 58,100 pages was translated through contractual arrangements in 1994, bringing the total established capacity for translation for that year to 297,300 pages. That figure stands against an actual translation output of 338,400 pages recorded in 1994. The difference, or 41,100 pages, representing 13.8 per cent of the established capacity, corresponds to the estimated output of temporary assistance staff in 1994.

C. Interpretation

27. The following methodology was used to compute capacity utilization of interpretation in New York. Given that there are 120 permanent staff interpreters, there is an ideal notional capacity of 70 meetings a week, assuming that all interpreters are present, which is not usually the case, owing to authorized staff leaves. In order to take account of such absences, the ideal notional weekly capacity was multiplied by 42. The product represents the notional annual capacity of interpretation resources in New York. Then, the actual number of meetings held in 1994 was divided by the notional annual

capacity. The result is the actual capacity utilization for interpretation at Headquarters expressed as a percentage.

28. The capacity utilization figure of 127 per cent for 1994 was calculated as follows:

(1) 70 x 42 = 2,940 (Notional annual interpretation capacity)

(2) 3,730/2,940 = 127%

29. It should be noted that the notional annual interpretation capacity of 2,940 meetings assumes an even distribution of meetings over the year. In practice, however, there are some weeks when no sessions are scheduled, such as the last week of December and the first week of January, and other weeks when the number of meetings scheduled may be as high as 100. The actual proportion of temporary assistance is thus higher than the figure of 27 per cent shown.

30. If the Committee deems it to be useful, the same methodologies could be applied to determine interpretation and translation capacity at Geneva and Vienna.

VI. FACILITIES PROVIDED FREE OF CHARGE

A. Switzerland

31. On 9 December 1978, the Permanent Observer of Switzerland to the United Nations informed the Fifth Committee that the Government of Switzerland had decided, subject to parliamentary approval, to put the Geneva International Conference Centre at the disposal of the United Nations and the specialized agencies free of charge (see A/C.5/33/SR.65, para.16). Subsequently, in a letter dated 1 April 1980, the Permanent Observer of Switzerland informed the Secretary-General that, having obtained the approval of the Swiss Parliament, the Swiss Federal authorities had decided that the offer should become effective as from 1 April 1980 until further notice. The offer pertains to the use of the Centre and its facilities, including a certain number of parking places, as well as to costs incurred in connection with the normal use of the facilities, such as utilities, heating, air-conditioning and maintenance (see A/AC.172/INF.3). Users will, however, be expected to pay any additional costs, including printing, office supplies and the hiring of secretariat personnel, including interpreters.

32. The Geneva International Conference Centre is administered by the Foundation for the Premises of International Organizations (FIPOI), which was set up by the Confederation and the Canton of Geneva. In order to provide the most effective service possible to the users of the Centre and to facilitate management of the Centre, FIPOI regularly convenes, under its own auspices, a Coordination and Liaison Committee comprising those beneficiaries that are permanently entitled to use the Centre free of charge. The assignment of conference rooms, which is the responsibility of FIPOI alone, is carried out in the light of the discussions of the said Committee and with due regard for the

order of priority laid down by the Swiss authorities and the order in which requests are received.

B. Austria

33. In a note verbale dated 23 October 1985 addressed to the United Nations Office at Vienna, the International Atomic Energy Agency (IAEA) and the United Nations Industrial Development Organization (UNIDO), the Federal Ministry for Foreign Affairs of Austria stated that the Austrian Government had decided to place at the disposal of the international organizations based at the Vienna International Centre, i.e. the United Nations, IAEA and UNIDO, conference facilities at the Austria Conference Centre free of charge for meetings that cannot be accommodated in the conference facilities of the Vienna International Centre. That offer includes personnel required for the technical operation of the Austria Conference Centre facilities, as well as the cost of heating, normal cleaning and electricity. It is based on the assumption that the international organizations will plan and service their meetings primarily at and from the Vienna International Centre, and use Austria Conference Centre facilities only to the extent that additional conference rooms or facilities are required. That note verbale was transmitted to the Secretary-General in a note verbale dated 11 November 1985 from the Permanent Representative of Austria to the United Nations (see A/AC.172/INF/6).

C. Organizations within and outside the United Nations system

34. At the present time, facilities are not provided free of charge by any other organizations within or outside the United Nations system.

VII. SYSTEM-WIDE COORDINATION OF CONFERENCE ACTIVITIES

35. In accordance with paragraph 4 (f) of General Assembly resolution 43/222 B of 21 December 1988 on the status of the Committee on Conferences, the terms of reference of the Committee include making "recommendations, as appropriate, to the General Assembly on means to ensure an improved coordination of conferences within the United Nations system, including conference services and facilities, and to conduct the appropriate consultations in that regard".

36. The Committee examined the method of work to be followed in order to implement the particular component of its mandate at its substantive session in August 1989. It decided to request the Secretary-General, in his capacity as Chairman of ACC, to provide comments on the subject, as well as information on present or envisaged practical arrangements in the area.

37. In October 1989, the Organizational Committee of ACC decided to refer the matter to IAMLADP. On the basis of these two decisions, since 1989 IAMLADP has been the forum where questions relating to the system-wide coordination of conferences have been discussed at the secretariat level.

38. IAMLADP dealt with this subject in 1990, 1991, 1992 and 1994, and the Committee on Conferences in 1991 and 1993. The information contained in the present report brings to the attention of the Committee and the Assembly the results of the discussion on the subject by IAMLADP in 1994.

39. The objectives spelled out by the General Assembly in its resolution 48/222 A, i.e. (a) enhancing system-wide coordination, (b) optimizing the use of services, resources and facilities, with due regard to quality and (c) making possible the effective participation of Member States, were brought to the attention of IAMLADP in 1994.

40. In connection with the enhancement of system-wide coordination, participants reiterated the view already expressed on previous occasions that, in the field of meetings planning and scheduling, even if greater coordination could in theory be a highly desirable goal, since it could, for instance, alleviate problems of recruitment of temporary staff, it was very difficult to change the traditional meeting dates and patterns of each organization, the determination of which each governing body considered to be its exclusive prerogative. Reporting requirements between subsidiary and principal organs within each organization were also relevant considerations.

41. A higher degree of coordination in that field could therefore only take the form of a more complete and rapid exchange among agencies of information on the decisions taken by their respective governing bodies. In that connection, in September 1995, IAMLADP will consider the establishment and updating of a system-wide calendar of conferences using electronic communications facilities that would supplement the existing conventional systems, under which detailed information exchange is a standard procedure among agencies that are located in the same city and which frequently share physical facilities and staff resources. Once operational, the new system-wide calendar would as a matter of course be available to Member States.

42. A significant development at the 1994 IAMLADP was the fact that two agencies - the International Labour Organization (ILO) and the World Health Organization (WHO) - reported that the sessions of their governing bodies had been shortened, and that a third agency, the Food and Agriculture Organization of the United Nations (FAO), indicated that it was in the process of reviewing the duration of all its main meetings, with a view to shortening them.

43. The note by the Secretariat submitted to the Committee on Conferences in 1993 (A/AC.172/1993/CRP.3) contained information on the coordination already well established at the local level at Geneva, Vienna, Rome and Washington, in connection with both the scheduling of important meetings and the arrangements for cost-effective sharing of conference staff. In 1994, the representative of ECA informed IAMLADP that the same coordination aimed at the most economical use of staff resources was in place between ECA and the Organization of African Unity (OAU) and the African Development Bank (AfDB).

44. In connection with the question of ensuring optimum use of services, resources and facilities, participants in IAMLADP, in 1994 and in previous years, have discussed in detail and endeavoured to improve the arrangements that have long been in place for the sharing of physical facilities and staff,

depending on the fluctuations in demand for services in different organizations. These arrangements were brought to the attention of the Committee on Conferences when it last considered the question of system-wide coordination in 1993 (A/AC.172/1993/CRP.3).

45. The arrangements in question have been used quite routinely among organizations located in the same city. In addition, loans and other exchanges of permanent staff on a reimbursable basis, even among organizations not located in the same duty station, mostly of interpreters, have continued to take place, when capacity has been available and when it has not been feasible to resort to such other more cost-effective measures as the recruitment of local free-lance staff. None the less, at certain times of the year organizations of the United Nations system must compete among themselves and with other international organizations to secure the services of qualified free-lance staff, in particular interpreters, to be recruited on a temporary-assistance basis. This situation, however, has not prevented the servicing of meetings on the dates selected by governing bodies, although it has strained the permanent and temporary staff.

46. Also with the aim of promoting optimum use of services and resources, the organizations participating in IAMLADP have agreed that the exchanges of workload in all areas of documentation-processing (editing, translation, text-processing and reproduction) already taking place among duty stations within the United Nations should be undertaken system-wide, if at any time in the future spare capacity is available in any organization.

47. An inter-agency working group is considering methods to improve practices in the translation process, including training, means for measuring productivity and use of contractual services. Specific recommendations have been addressed to all participating organizations on the promotion and advertizing of publications produced in the system. Common guidelines and criteria are being developed for the selection of material for dissemination on electronic media, including questions of pricing and copyright policies. The use of new technologies for assigning interpreters to meeting, and in the fields of translation, desktop publishing, reproduction and distribution is promoted and relevant experience is exchanged.

48. Discussions in IAMLADP have not brought to light any instances in which the effective participation of Member States in meetings of bodies of the United Nations system has been prevented by problems that could have been solved through system-wide coordination measures at the secretariat level. Although difficulties have been experienced in this connection, they seem to be more the result of the total number of meetings that Member States decide to hold than of gaps in coordination.

49. In view of the value placed by Member States on conference services as a means of intergovernmental communication and of the considerable amount of resources devoted to such services by the organizations of the United Nations system, the continued existence of a satisfactory degree of system-wide coordination seems essential. At the secretariat level, it is intended to continue using the IAMLADP mechanism for this purpose.

50. If the Committee so decides, the system-wide coordination of conferences could be taken up on a biennial basis. In addition to any specific subject the Committee may wish to discuss, the activities of IAMLADP would be brought to its

Annex

CONTENTS

		Page
I.	Headquarters, New York	13
II.	United Nations Office at Geneva	21
III.	United Nations Office at Vienna and United Nations Industrial Development Organization	28
IV.	United Nations Office at Nairobi	31
V.	Economic Commission for Africa	35
VI.	Economic Commission for Europe	37
VII.	Economic Commission for Latin America and the Caribbean	38
VIII.	Economic and Social Commission for Asia and the Pacific	40
IX.	Economic and Social Commission for Western Asia	43
X.	International Civil Aviation Organization	44
XI.	International Labour Organization	48
XII.	International Maritime Organization	50
XIII.	International Monetary Fund	52
XIV.	International Telecommunication Union	54
XV.	United Nations Children's Fund	56
XVI.	United Nations Educational, Scientific and Cultural Organization	57
XVII.	United Nations University	59
XVIII.	Universal Postal Union	60
XIX.	World Bank	61
XX.	World Health Organization	63
XXI.	World Intellectual Property Organization	68
XXII.	World Meteorological Organization	69
XXIII.	International Research and Training Institute for the Advancement of Women	70
XXIV.	International Atomic Energy Agency	71

I. HEADQUARTERS, NEW YORK

A. Conference facilities and equipment

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
General Assembly Hall		6 languages
Representatives at table	582	
Advisers	582	
Observers at side	23	
Alternates at side	23	
Podium	3	
Secretaria	26	
Special observers	107	
Total	1 346	
Security Council Chamber		6 languages
Representatives at table	21	
Advisers	84	
Observers	229	
Secretariat	33	
Total	367	
Security Council Consultation Room		6 languages
Representatives at table	17	
Advisers	57	
Total	74	
Trusteeship Council Chamber		6 languages
Representatives at table	200	
Advisers	200	
Observers	16	
Advisers	73	
Podium	7	
Advisers at podium	14	
Secretariat	12	
Total	522	

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Economic and Social Council Chamber		6 languages
Representatives at table	54	
Advisers	108	
Podium	7	
Advisers at podium	14	
Specialized agencies	14	
Specialized agencies' advisers	14	
Observers	28	
Observers' advisers	12	
NGOs at table	16	
NGOs' advisers	28	
Secretariat	16	
Total	311	
Room 1		6 languages
Representatives at table	200	
Advisers	200	
Observers	16	
Advisers	49	
Podium	7	
Advisers at podium	14	
Secretariat	12	
Total	498	
Room 2		6 languages
Representatives at table	200	
Advisers	200	
Observers	16	
Advisers	48	
Podium	7	
Advisers at podium	14	
Secretariat	12	
Total	497	
Room 3		6 languages
Representatives at table	200	
Advisers	200	
Observers	16	
Advisers	49	
Podium	7	
Advisers at podium	14	
Secretariat	12	
Total	498	

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Room 4		6 languages
Representatives at table	200	
Advisers	200	
Observers	190	
Podium	7	
Advisers at podium	14	
Secretariat	12	
Total	623	
Room 5/6		6 languages
Representatives at table	130	
Advisers	99	
Secretariat	24	
Total	253	
Room 5		6 languages
Representatives at table	53	
Advisers	51	
Secretariat	12	
Total	116	
Room 6		6 languages
Representatives at table	53	
Advisers	48	
Secretariat	12	
Total	113	
Room 7		6 languages
Representatives at table	35	
Advisers	46	
Secretariat	6	
Total	87	
Room 8		6 languages
Representatives at table	33	
Advisers	56	
Secretariat	8	
Total	97	

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Room 9		4 languages
Representatives at table	24	
Advisers/observers	27	
Total	51	
Room 10		6 languages
Representatives at table	33	
Advisers	6	
Total	39	
Conference Rooms A, B, C, D (each)		None
Representatives at table	27	
Advisers	34	
Secretariat	6	
Total	67	
Conference Room E		None
Representatives at table	24	
Advisers	16	
Secretariat	2	
Total	42	

Total: 15 rooms (5,128 seats) with simultaneous interpretation and 5 rooms (310 seats) without simultaneous interpretation

B. Number of permanent conference-servicing staff by category

1. Conference Services

	Posts	Level
Office of the Director		
Professional and above	2	1 P-5, 1 D-2
General Service	1	1 G-6
Central Planning and Coordination		
Professional and above	1	1 D-1
General Service	1	1 G-5
Planning and Meetings Servicing Section		
Professional	7	3 P-2, 2 P-3, 1 P-4, 1 P-5
General Service	14	5 G-4, 1 G-5, 8 G-7
Journal Unit		
Professional	1	1 P-4
General Service	2	2 G-6
Documents Control		
Professional	3	1 P-2, 1 P-4, 1 P-5
General Service	17	2 G-3, 5 G-4, 4 G-5, 5 G-6, 1 G-7
Coordinating and Records Unit		
Professional	1	1 P-3
General Service	6	2 G-4, 3 G-5, 1 G-6
Technological Innovations Programme		
Professional	3	2 P-3, 1 D-1
General Service	3	1 G-7, 2 G-6

2. Interpretation, Meetings and Documentation Division

	Posts	Level
Office of the Director		
Professional and above	1	1 D-2
General Service	1	1 G-4
Interpretation Service		
Professional (Chief of Service and training officer)	2	1 D-1, 1 P-5
Chiefs of Section	6	6 P-5
General Service	3	1 G-4, 2 G-5
Arabic Interpreters	21	4 P-3, 13 P-4, 4 P-5
Chinese Interpreters	19	6 P-3, 9 P-4, 4 P-5
English Interpreters	20	3 P-3, 12 P-4, 5 P-5
French Interpreters	19	2 P-2, 4 P-3, 9 P-4, 4 P-5
Russian Interpreters	16	6 P-3, 8 P-4, 2 P-5
Spanish Interpreters	19	1 P-2, 4 P-3, 10 P-4, 4 P-5
Verbatim Reporting Section		
Chief of Section	2	1 P-4, 1 D-1
Arabic Verbatim Reporters	10	7 P-3, 2 P-4, 1 P-5
Chinese Verbatim Reporters	10	7 P-3, 2 P-4, 1 P-5
English Verbatim Reporters	8	6 P-3, 1 P-4, 1 P-5
French Verbatim Reporters	8	6 P-3, 1 P-4, 1 P-5
Russian Verbatim Reporters	8	6 P-3, 1 P-4, 1 P-5
Spanish Verbatim Reporters	8	6 P-3, 1 P-4, 1 P-5
General Service	5	1 G-4, 2 G-5, 2 G-6
Text-Processing Section		
Office of the Chief		
Professional	1	1 P-3
General Service	1	1 G-4
Supervisors	6	6 G-7
Arabic text processors	48	16 G-4/G-3, 28 G-5, 4 G-6
Chinese text processors	48	23 G-4/G-3, 21 G-5, 4 G-6
English text processors	37	14 G-4/G-3, 19 G-5, 4 G-6
French text processors	46	25 G-4/G-3, 17 G-5, 4 G-6
Russian text processors	44	31 G-4/G-3, 10 G-5, 3 G-6
Spanish text processors	45	21 G-4/G-3, 20 G-5, 4 G-6
Correspondence Unit	8	6 G-5, 1 G-6, 1 G-7
Copy Preparation and Proofreading Unit		
Professional	27	14 P-2, 8 P-3, 4 P-4, 1 P-5
General Service	8	8 G-5

	Posts	Level
Reproduction Section		
Professional	2	1 P-3, 1 P-4
General Service	13	5 G-4, 4 G-5, 3 G-6, 1 G-7
Trades and Craft staff	100	88 TC-6 to TC-2, 9 TC-7, 3 TC-8
Distribution Section		
Professional	2	1 P-3, 1 P-4
General Service	93	9 G-3, 43 G-4, 21 G-5, 20 G-6

3. Translation and Editorial Division

Office of the Director		
Professional and above	1	1 D-2
General Service	1	1 G-4
Contractual Translation Unit		
Professional	1	1 P-5
General Service	3	2 G-4, 1 G-5
Arabic Service		
Chief	1	1 D-1
Revisers/Translators	62	4 P-2, 22 P-3, 26 P-4, 10 P-5
General Service	7	5 G-4, 1 G-6, 1 G-7
Chinese Service		
Chief	1	1 D-1
Revisers/Translators	65	4 P-2, 19 P-3, 31 P-4, 11 P-5
General Service	5	3 G-4, 1 G-5, 1 G-6
English Service		
Chief	1	1 D-1
Revisers/Translators	23	1 P-2, 6 P-3, 11 P-4, 5 P-5
General Service	3	3 G-4
French Service		
Chief	1	1 D-1
Revisers/Translators	53	3 P-2, 17 P-3, 23 P-4, 10 P-5
General Service	4	4 G-4
Russian Service		
Chief	1	1 D-1
Revisers/Translators	49	4 P-2, 16 P-3, 21 P-4, 8 P-5
General Service	4	2 G-4, 1 G-5, 1 G-6

	Posts	Level
Spanish Service		
Chief	1	1 D-1
Revisers/Translators	48	3 P-2, 13 P-3, 22 P-4, 10 P-5
General Service	5	5 G-4
Extrabudgetary - German Section		
Chief	1	1 P-5
Revisers/Translators	5	1 P-3, 3 P-4, 1 P-5
General Service	5	3 G-5, 1 G-6, 1 G-7
Documentation Reference and Terminology Section		
Chief	1	1 P-5
Professional (others)	3	2 P-3, 1 P-4
Terminologists	6	1 P-2, 3 P-3, 2 P-4
General Service	31	1 G-4, 6 G-6, 24 G-7
Editorial Service		
Chief	1	1 D-1
General Service	1	1 G-4
Official Records Editing Section		
Chief of Section	1	1 P-5
Editors	40	6 P-2, 25 P-3, 9 P-4
General Service	21	1 G-4, 6 G-5, 14 G-7
Editorial Control		
Editors	8	1 P-3, 7 P-4
General Service	1	1 G-4
Total, conference-servicing staff	1 242	

II. UNITED NATIONS OFFICE AT GENEVA

A. Conference facilities and equipment

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Old Palais		
Assembly Hall		8 booths
Plan 1		
Representatives at table	480	
Advisers	480	
Total	960	
Plan 2		
Representatives at table	560	
Advisers	560	
Total	1 120	
Room XVI		8 booths
Representatives at table	200	
Observers	32	
Total	232	
Room XII		7 booths
Representatives at table	136	
Advisers	136	
Observers	38	
Total	310	
Room VII		7 booths
Representatives at table	144	
Observers	60	
Total	204	
Room XI		5 booths
Representatives at table	108	
Advisers	67	
Total	175	

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Room V		7 booths
Representatives at table	108	
Advisers	64	
Observers	16	
Total	188	
Room III		6 booths
Representatives at table	90	
Advisers	66	
Observers	16	
Total	172	
Room IX		5 booths
Representatives at table	72	
Advisers	42	
Total	114	
Room VIII		5 booths
Representatives at table	72	
Advisers	42	
Total	114	
Room H-3		None
Representatives at table	56	
Advisers	10	
Total	66	
Room C-3		None
Representatives at table	56	
Advisers	16	
Total	72	
Council Chamber		7 booths
Representatives at table	52	
Advisers	52	
Total	104	

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Room X		None
Representatives at table	26	
Advisers	30	
Total	56	
Room F-3		None
Representatives at table	25	
Advisers	23	
Total	48	
New wing		
Room XVII		7 booths
Representatives at table	258	
Advisers	258	
Observers	16	
Total	532	
Room XVIII		7 booths
Representatives at table	258	
Advisers	258	
Observers	16	
Total	532	
Room XX		7 booths
Representatives at table	234	
Advisers	468	
Observers	52	
Total	754	
Room XIX		7 booths
Representatives at table	228	
Advisers	456	
Observers	48	
Total	732	

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Room XXI		7 booths
Representatives at table	144	
Advisers	144	
Observers	16	
Total	304	
Room XXVI		7 booths
Representatives at table	144	
Advisers	144	
Observers	16	
Total	304	
Room XXIII		5 booths
Representatives at table	96	
Advisers	96	
Observers	16	
Total	208	
Room XXIV		5 booths
Representatives at table	96	
Advisers	96	
Observers	16	
Total	208	
Room XXII		5 booths
Plan 1		
Representatives at table	104	
Room XXV		5 booths
Representatives at table	104	
Room XXVII		5 booths
Representatives at table	64	
Advisers	26	
Total	90	

Total: 21 rooms (6,445-6,605 seats) with simultaneous interpretation and 4 rooms (242 seats) without simultaneous interpretation

B. Number of permanent conference staff by category

	Posts	Level
Executive direction and management		
Professional and above	4	1 D-2, 2 P-4, 1 P-2
General Service	2	1 G-6, 1 G-5
Language Service		
Office of the Chief		
Professional and above	1	1 D-1
General Service	6	1 G-3, 1 G-4, 2 G-5, 1 G-6, 1 G-7
Arabic Section		
Chief	1	1 P-5
General Service	1	1 G-5
Revisers/Translators	24	14 P-3, 8 P-4, 2 P-5
Chinese Section		
Chief	1	1 P-5
General Service	1	1 G-5
Revisers/Translators	24	14 P-3, 8 P-4, 2 P-5
English Section		
Chief	1	1 P-5
General Service	1	1 G-5
Revisers/Translators	15	5 P-3, 8 P-4, 2 P-5
French Section		
Chief	1	1 P-5
General Service	1	1 G-5
Revisers/Translators	33	11 P-3, 16 P-4, 6 P-5
Russian Section		
Chief	1	1 P-5
General Service	1	1 G-6
Revisers/Translators	39	6 P-2, 16 P-3, 15 P-4, 2 P-5
Spanish Section		
Chief	1	1 P-5
General Service	1	1 G-5
Revisers/Translators	18	6 P-3, 9 P-4, 3 P-5

	Posts	Level
Contractual Translation Unit		
Professional	1	1 P-3
General Service	2	2 G-6
Terminology and Technical Documentation Section		
Chief	1	1 P-5
General Service	3	1 G-5, 1 G-6, 1 G-7
Terminologists	5	2 P-3, 3 P-4
Official Records Editing Section		
Chief	1	1 P-5
General Service	6	1 G-5, 2 G-6, 3 G-7
Editors	15	11 P-3, 4 P-4
Stenographic and Typing Section		
Chief	1	1 P-3
General Service (principal level - administration)	1	1 G-7
General Service (administration)	3	1 G-4, 1 G-5, 1 G-6
Supervisors (General Service, principal level)	6	6 G-7
Arabic typists	19	1 G-3, 10 G-4, 6 G-5, 2 G-6
Chinese typists	14	11 G-4, 2 G-5, 1 G-6
English typists	32	7 G-3, 11 G-4, 11 G-5, 3 G-6
French typists	53	12 G-3, 20 G-4, 15 G-5, 6 G-6
Russian typists	34	8 G-3, 13 G-4, 10 G-5, 3 G-6
Spanish typists	24	3 G-3, 9 G-4, 8 G-5, 4 G-6
Reference Unit		
Chief	1	1 P-3
General Service	20	8 G-5, 6 G-6, 6 G-7
Conference Services		
Office of the Chief		
Professional and above	1	1 D-1
General Service	2	1 G-5, 1 G-6
Meetings Coordination and Servicing Section		
Chief	1	1 P-4
Professional	1	1 P-3
General Service	21	5 G-3, 7 G-4, 4 G-5, 5 G-6

	Posts	Level
Editorial and Documents Control Section		
Chief	1	1 P-4 (budgeted 1 P-5)
Professional	1	1 P-3
General Service	14	1 G-3, 4 G-4, 9 G-6
Interpretation Service		
Professional and above (Chief)	1	1 D-1
General Service	2	1 G-5, 1 G-7
Arabic Interpreters	18	)
Chinese Interpreters	12	)
English Interpreters	17	) 4 P-2, 17 P-3,
French Interpreters	17	) 49 P-4, 20 P-5
Russian Interpreters	18	)
Spanish Interpreters	11	)
Publishing Service		
Office of the Chief		
Professional and above	1	1 D-1
General Service	3	1 G-5, 1 G-6, 1 G-7
Reproduction Service		
Chief	1	1 P-4
Professional	1	1 P-3
General Service	72	5 G-2, 7 G-3, 23 G-4, 24 G-5, 9 G-6, 4 G-7
Printing Section		
Chief	1	1 P-4
General Service	5	2 G-4, 2 G-5, 1 G-6
Professional (including supervisors/ administrators - costing and planning - and proofreaders)	12	6 P-2, 5 P-3, 1 P-4
Distribution and Sales Section 1/		
Chief	1	1 P-4
Professional	1	1 P-2
General Service	56	2 G-2, 10 G-3, 17 G-4, 15 G-5, 9 G-6, 3 G-7
Total conference-servicing staff	712	

1/ Excluding the staff of the Sales Unit as they are not considered to be conference-servicing staff proper.

III. UNITED NATIONS OFFICE AT VIENNA AND UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION (UNIDO)

Joint conference services

A. Conference facilities and equipment

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Vienna International Centre		
Boardroom (present seating configuration)		8 languages
Representatives at table	55	
Alternates/advisers	102	
Observers at table	86	
Observers	54	
Rostrum	18	
Secretariat	24	
Total	339	
Conference Room I (present seating configuration)		8 languages
Representatives at table	125	
Observers	39	
Rostrum/Secretariat	18	
Total	182	
Conference Room II (present seating configuration)		8 languages
Representatives at table	63	
Observers	36	
Rostrum	7	
Secretariat	4	
Total	110	
Conference Room III (present seating configuration)		8 languages
Representatives at table	72	
Alternates/advisers	72	
Observers	52	
Rostrum	7	
Total	203	

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Conference Room VII (present seating configuration)		5 languages
Representatives at table	24	
Alternates/advisers	15	
Observers	21	
Rostrum	5	
Secretariat	6	
Total	71	
Conference rooms, 7th and 3rd floors, respectively		None
Representatives at table	25	
Observers	20	
Total	45	

Total: 5 rooms (905 seats) with simultaneous interpretation and
2 rooms (45 seats) without simultaneous interpretation

B. Number of permanent conference-servicing staff by category as at 1 April 1995

	Posts	Level
United Nations Office at Vienna		
Division of Administrative and Common Services		
Interpretation and Meetings Service (IMS)		
IMS/Office of the Chief		
Chief	1	1 D-1 (on loan)
General Service	1	1 G-4
IMS/Meetings Planning, Coordination and Servicing Section		
Professional	1	1 P-2
General Service	4	1 G-5, 2 G-6, 1 G-7
IMS/Interpretation Section		
Chief	1	1 P-5
Interpreters	22	9 P-3, 13 P-4
General Service	2	1 G-5, 1 G-6

	Posts	Level
IMS/Correspondence Unit		
General Service	3	1 G-3, 1 G-4, 1 G-6
IMS/Reproduction Unit		
General Service	5	1 G-2, 1 G-3, 2 G-4, 1 G-5
IMS/Documents Unit		
General Service	11	2 G-3, 5 G-4, 2 G-5, 1 G-6, 1 G-7
Translation and Editorial Service		
Office of the Chief		
Chief	1	1 D-1
General Service	4	1 G-4, 3 G-6
Arabic Translation Section		
Chief	1	1 P-5
Translators/Revisers	5	3 P-3, 2 P-4
Chinese Translation Section		
Chief	1	1 P-5
Translators/Revisers	5	3 P-3, 2 P-4
English Translation Section		
Chief	1	1 P-5
Translators/Revisers	5	2 P-3, 3 P-4
French Translation Section		
Chief	1	1 P-5
Translators/Revisers	14	7 P-3, 7 P-4
Russian Translation Section		
Chief	1	1 P-5
Translators/Revisers	7	4 P-3, 3 P-4
Spanish Translation Section		
Chief	1	1 P-5
Translators/Revisers	11 a/	5 P-3, a/ 6 P-4
Translation Pool Typists	39	5 G-3, 18 G-4, 11 G-5, 5 G-6
Reference and Terminology Unit		
Chief	1	1 P-3 (on loan from Spanish Section)
Reference Clerks	8	7 G-5, 1 G-6
Documents Control Section		
Chief	1	1 P-4
General Service	6	4 G-5, 1 G-6, 1 G-7
DOCS/Contractual Translation Unit		
General Service	1	1 G-6

	Posts	Level
Editorial and Composition Section		
Chief	1	1 P-5
General Service	1	1 G-4
Editorial Control Unit		
Editors	7	1 P-2, 5 P-3, 1 P-4
General Service	7	6 G-4, 1 G-5
Composition Unit		
Professionals	5	3 P-2, 2 P-3
General Service	9	2 G-4, 3 G-5, 1 G-6, 3 G-7

a/ 1 more P-3 is loaned for Chief, Reference and Terminology Unit.

IV. UNITED NATIONS OFFICE AT NAIROBI

Conference facilities and equipment

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Room 1		8 languages
Representatives at table	218	
Advisers	218	
Total	436	
Room 2		8 languages
Representatives at table	276	
Advisers	244	
Total	520	
Room 3		4 languages
Representatives at table	100	
Room 4		4 languages
Representatives at table	100	

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Rooms 2, 3 and 4 combined		8 languages
Representatives at table	476	
Advisers	244	
Total	720	
Rooms 3 and 4 combined		8 languages
Representatives at table	200	
Room 5		None
Representatives at table	16	
Room 6		2 languages
Representatives at table	28	
Room 7		2 languages
Representatives at table	28	
Room 8		2 languages
Representatives at table	24	

Total: Seven rooms (1,252 seats) with simultaneous interpretation and 1 room (16 seats) without simultaneous interpretation.

B. Number of permanent conference staff by category

	Posts	Level
Executive Management - Office of the Chief		
Professional		
Officer-in-Charge	1	
Acting Deputy Chief	1	
General Service		
Administrative Assistant	1	
Secretary	1	
Secretary	1	
Messenger	2	
Administrative Unit		
General Service		
Administrative Assistant	1	

	Posts	Level
Meetings Planning and Servicing Unit		
Professional		
Chief	1	
Associate Conference Affairs Officer	1	
Associate Conference Affairs Officer	1	
General Service		
Administrative Assistant	1	
Secretary	1	
Clerk	1	
Clerk	1	
Language Unit - Translation and Reproduction Section		
Office of the Chief		
Professional		
Chief	1	
General Service		
Secretary	1	
Coordinator - text processors	1	
Arabic Unit		
Professional		
Revisers/Translators (1) team leader	3	
General Service		
Conference typists	3	
Chinese Unit		
Professional		
Revisers/Translators (1) team leader	3	
General Service		
Conference typists	3	
French Unit		
Professional		
Revisers/Translators (1) team leader	5	
General Service		
Conference typists	5	
Russian Unit		
Professional		
Revisers/Translators (1) team leader	3	
General Service		
Conference typists	2	

	Posts	Level
Spanish Unit		
Professional		
Revisers/Translators (1) team leader	5	
General Service		
Conference typists	5	
Editorial Control Unit		
Professional		
Editors/Translators	4	
General Service	5	
Editorial Assistant		
Conference typists		
Reference Unit		
General Service		
Reference assistants	2	
Messenger	1	
Documents Control Unit		
General Service		
Supervisor	1	
Junior Documents Control Assistant	1	
Clerk	1	
Messenger	1	
Correspondence Unit		
General Service		
Supervisor	1	
Junior Correspondence assistants	2	
Correspondence Clerk	1	
Documents Distribution and Reproduction Unit		
Office of the Chief		
Professional		
Chief	1	
Deputy Chief	1	
General Service		
Secretary	1	
Production Controller	1	
Desktop Publishing		
General Service		
Assistant Desktop Publisher	1	
Paste-up Artist	1	

	Posts	Level
Supplies/Repair		
General Service		
Junior Administrative Assistant	1	
Repair Technician	1	
Reproduction Supervisors		
General Service	2	
Distribution Sub-Unit		
General Service		
Supervisor	1	
Documents Clerks	5	
Darkroom/Platemaking		
General Service		
Technicians	3	
Printing		
General Service		
Offset Printers	7	
Finishing Section		
General Service		
Senior Machine Operator	1	
Bookbinders	5	
Photocopier	1	

V. ECONOMIC COMMISSION FOR AFRICA

A. Conference facilities and equipment

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Plenary Hall		6 languages
Representatives at table	84	
Advisers	168	
Higher podium	13	
Observers at sides	38	
Gallery	330	
Special gallery	34	
Total	667	
Committee Room No. 1	32-40	2 languages

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Committee Rooms No. 2 and No. 3 combined	44-60	4 languages
Committee Rooms No. 4 and No. 5 combined	44-60	4 languages
Committee Room No. 6	32-40	3 languages
2 committee rooms	15-20	None

Total: Plenary Hall and four committee rooms (824-872 seats) with simultaneous interpretation and two rooms (15-20 seats) without simultaneous interpretation.

B. Number of permanent conference staff by category

	Posts	Level
Conference Services		
Chief of Section	1	
Conference Affairs Officer	1	
Secretary (GS)	1	
Meeting room attendants (GS)	3	
Interpretation		
No interpretation on the staffing table; provision has to be made for temporary assistance.		
Translation Services		
Chief	1	
Translators:		
Arabic	2	
English	2	
French	7	
Typing Unit		
Supervisor (GS)	1	
Typists		
Arabic	1	
English	5	
French	5	

	Posts	Level
Proofreaders (GS)		
Arabic	1	
English	2	
French	2	
Documents and Publishing Unit		
Chief	1	
Documents and Reproduction Unit		
Supervisor (GS)	1	
Assistant Supervisor	1	
Offset Supervisor	1	
Senior Printing Assistant	1	
Documents assistants	2	
Documents clerks and others	5	
Offset Pressmen	5	
Machine operators/collators	9	
Draftsman	1	
Documents Control Unit		
Associate Officer (P)	1	
General Service	2	
Reference Unit		
Reference Assistant (GS)	1	
Total conference-servicing staff	66	

VI. ECONOMIC COMMISSION FOR EUROPE

The conference-servicing requirements of the Economic Commission for Europe are met by the common services of the United Nations Office at Geneva.

VII. ECONOMIC COMMISSION FOR LATIN AMERICA AND THE CARIBBEAN

A. Conference facilities and equipment

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Conference Room "Raúl Prebisch" 1/		4 languages
Head table	12	
Representatives at table	50	
Observers at table	20	
Observers (back rows without microphones)	208	
Total	290	
Conference Room No. 2		3 languages
Representatives at table (includes rostrum)	35	
Observers at table	16	
Observers (back rows without microphones)	189	
Total	240	
Amphitheatre Fernando Fajnzylber		3 languages
Head table	5	
Seats without microphones	96	
Total	101	
Executive Room		None
At table	20	
Observers	25	
Total	45	
Conference Room José Medina E.		None
At table	25	
Observers (back row)	20	
Total	45	
Room T-109		None
At table	20	
Observers (back row)	10	
Total	30	

Total: 3 rooms (631-691 seats) with simultaneous interpretation equipment and 3 rooms (120 seats) without simultaneous interpretation.

1/ In theatre-style arrangement has a capacity of 350 seats.

B. Number of permanent conference-servicing staff by category

	Posts	Level
Conference Services Unit		
Conference Assistant	2	1 G-7
Sound Control Operator	2	1 G-5
Interpretation		
No interpretation on the staffing table; provision has to be made for temporary assistance		
Documents and Publication Division 2/		
Chief	1	1 P-5
Supervisor, Documents Control Unit	1	1 G-8
Documents Assistant	1	1 G-7
Editorial and Translation Services Division		
Translators/Revisers		
English	6	1 P-2, 2 P-3, 3 P-4
Spanish	4	1 P-2, 1 P-3, 2 P-4
Terminology Assistant	1	1 G-7
Word Processing Unit		
Supervisor	1	1 G-7
Typists		
English/Spanish	4	1 G-4, 1 G-5, 2 G-6
Spanish, English, French	1	1 G-6
Spanish	1	1 G-5
Printing and Distribution Section		
Coordinator	1	1 L-3
Supervisor	1	1 G-7
Reproduction		
Supervisor	1	1 G-8
Reproduction services	9	4 G-4, 3 G-5, 2 G-6
Total conference-servicing staff	37	

2/ The staff of the Documents and Publications Division is responsible for implementing the publications programme of ECLAC and also services conferences.

VIII. ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

A. Conference facilities and equipment

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
ESCAP Hall		7 languages
Representatives at table	208	
Alternates	548	
Total	756	
Conference Room 1		7 languages
Representatives at table	131	
Alternates	209	
Total	340	
Conference Room 2		7 languages
Representatives at table	131	
Alternates	209	
Total	340	
Conference Room 3		5 languages
Representatives at table	87	
Alternates	183	
Total	270	
Conference Room 4		7 languages
Representatives at table	57	
Observers	93	
Total	150	
Meeting Room A		None
Representatives at table	66	
Meeting Room B		None
Representatives at table	18	
Meeting Room C		None
Representatives at table	12	
Meeting Room D		None
Representatives at table	12	
Meeting Room E		None
Representatives at table	20	

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Meeting Room F		None
Representatives at table	48	
Meeting Room G		None
Representatives at table	48	
Meeting Room H		None
Representatives at table	56	

Total: 5 rooms (1,856 seats) with simultaneous interpretation and 8 rooms (280 seats) without simultaneous interpretation.

B. Number of permanent conference staff by category

	Posts	Level
Language Services Section		
Section Chief	1	1 P-5
General Service		
Secretary	1	Local level
Administrative Assistant	1	Local level
Reference Assistant	1	Local level
Chinese Unit		
Reviser/Chief of Unit	1	1 P-4
Translators/interpreters	6	5 P-3, 1 P-4
Reference Assistant	1	Local level
Text-processing staff	3	Local level
English Unit		
English interpreter	1	1 P-3
French Unit		
Reviser/Chief of Unit	1	1 P-4
Translators/interpreters	6	4 P-3, 2 P-4
Reference Assistant	1	Local level
Russian Unit		
Reviser/Chief of Unit	1	1 P-4
Translators/interpreters	6	5 P-3, 2 P-4
General Service - Reference Assistant	1	Local level
Text-processing staff	3	Local level

	Posts	Level
Bilingual Typing Pool		
English Pool		
Supervisor	1	Local level
Text-processing staff	11	Local level
French Pool		
Supervisor	1	Local level
Text-processing staff	5	Local level
Conference Services Unit		
Office of Unit Chief		
Chief of Unit	1	1 P-3
Associate Programme Office	1	1 P-2
Senior Secretary/Conference Assistant	1	Local level
Meeting Arrangements		
Supervisor	1	Local level
Senior Conference clerks	3	Local level
Conference clerks	3	Local level
Sound Technicians/Operators	3	Local level
Junior Clerk/Helper	2	Local level
Documents Reproduction and Printing		
Supervisor	1	Local level
Documents clerks (Distribution clerks, Offset/ risograph duplicator operators, plate-makers, book-binders, collators)	16	Local level
Publication clerks	3	Local level
Total conference-servicing staff	88	
(25 Professional and 63 Local level)		

IX. ECONOMIC AND SOCIAL COMMISSION FOR WESTERN ASIA

A. Conference facilities and equipment

While the Government of Iraq is the present host of the Economic and Social Commission for Western Asia (ESCWA), the Government of Jordan has been hosting ESCWA on a temporary basis since August 1991. The conferences and meetings of the Commission have been convened in hotels in Amman or elsewhere in the region.

In its resolution 1993/3 of 2 February 1993 the Economic and Social Council requested the Executive Secretary of the Commission to take the necessary measures to study the requests submitted by the Government of Lebanon and the Government of Jordan, as well as any other request that might be received from any State member of the Commission regarding the transfer and hosting of the permanent headquarters of the Commission.

Taking into account the report of the Executive Secretary submitted to the Commission at its seventeenth session held in Amman from 29 to 31 May 1994, and pursuant to resolution 192 (XVI) as well as the debate conducted and procedures followed in the closed meeting of the heads of delegation for the selection of the host country of the permanent headquarters, ESCWA, having considered and subsequently accepted the offer of the Government of Lebanon, decided to recommend to the Economic and Social Council that the permanent headquarters of the Commission be relocated to Beirut.

B. Number of permanent conference-servicing staff by category

	Posts	Level
Conference Services		
Chief	1	1 P-5
Secretary	1	1 G-4
Interpretation	-	
No interpretation on the staffing table; provision has to be made for temporary assistance		
Translators/Revisers		
Arabic	6	3 P-3, 3 P-4
English	1	1 P-3
Editors		
English	2	1 P-4, 1 P-3
Administrative officer	1	1 P-3

	Posts	Level
Supervisors	4	1 P-2, 2 G-6, 1 G-7
Conference services assistants	5	1 G-4, 3 G-5, 1 G-6
Text-processing clerks	5	4 G-4, 1 G-5
Clerks	2	2 G-3
Reproduction equipment operators	6	1 G-2, 2 G-4, 3 G-5
Proofreaders	2	2 G-5
Draughtswoman	1	1 G-6
Total conference-servicing staff	37	

X. INTERNATIONAL CIVIL AVIATION ORGANIZATION

A. Conference facilities and equipment

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Assembly Hall (conference rooms 1 and 2 combined)		6 languages
Head table	17	
Representatives at table	252	
Advisers	252	
Observers	86 (balcony 66; back row 20)	
Total	607	
Conference Room 1		6 languages
Head table	5	
Representatives at table	126	
Advisers	126	
Observers	43 (balcony 33; back row 10)	
Total	300	

Room	Capacity (No. of seats)		Simultaneous interpretation equipment
Conference Room 2			6 languages
Head table	5		
Representatives at table	126		
Advisers	126		
Observers	43	(balcony 33; back row 10)	
Total	300		
Conference Room 3			6 languages
Head table	9		
Representatives at table	58		
Total	67		
Conference Room 4			None
Head table	9		
Representatives at table	60		
Total	69		
Conference Hall (conference rooms 3 and 4 combined)			6 languages
Head table	5		
Representatives at table	130		
Total	135		
Conference Room 5			5 languages
Head table	9		
Representatives at table	54		
Total	63		
Conference Room 6			5 languages
Head table	9		
Representatives at table	56		
Total	65		

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Council Chamber		6 languages
Inner table	43	
Outer tables (4)	16	
Advisers	36	
Observers	22	
Total	117	
Air Navigation Commission Chamber		5 languages
Inner table	29	
Outer table	28	
Total	57	
Conference Room 7		None
Representatives at table	20 (+4)	
Advisers	10	
Total	30 (+4)	

Total: 7 rooms (1,135 seats) with simultaneous interpretation and
2 rooms (30 seats) without simultaneous interpretation.

B. Number of permanent conference staff by category

	Posts	Level
Language Services		
Supervisory and other	15	
Chiefs of Section		
Arabic	1	1 P-5
English	1	1 P-5
French	1	1 P-5
Russian	1	1 P-5
Spanish	1	1 P-5
Interpretation	1	1 P-5
Terminology and Reference	1	1 P-5
Interpreters/translators		
English	3	3 P-4
French	4	1 P-3, 3 P-4
Russian	6	1 P-3, 5 P-4
Spanish	5	5 P-4

	Posts	Level
Language Services		
Translators		
Arabic	1	1 P-3
French	4	4 P-3
Russian	3	1 P-2, 2 P-3
Spanish	5	5 P-3
Revisers		
Arabic	2	2 P-4
English	2	2 P-4
French	5	5 P-4
Russian	5	5 P-4
Spanish	3	3 P-4
Text-processing operators		
Arabic	3	3 G-4
English	1	3 G-4
French	7	7 G-4
Russian	6	6 G-4
Spanish	7	7 G-4
Proofreaders		
Arabic	2	2 G-6
French	2	2 G-6
Russian	1	1 G-6
Spanish	2	2 G-6
Photo/typesetting	6	6 G-5
Reproduction Services		
Supervisory and other	3	1 P-3, 1 G-8, 1 G-9
Printing operators	11	7 G-5, 4 G-6
Photo operators	4	2 G-4, 1 G-5, 1 G-6
Assemblers	11	7 G-3, 3 G-4, 1 G-6
Distribution Services		
Supervisory and other	1	1 G-7
Distribution clerks	1	1 G-4

	Posts	Level
In addition, the following are wholly or primarily involved in providing support to conference activities:		
Conference and General Services	3	1 P-4, 1 G-5, 1 G-7
Précis-writers	1	1 P-4
Transcription typists	2	2 G-5
Documents Control Unit	4	1 P-4, 2 G-5, 1 G-7
Sound technicians	3	1 G-3, 1 G-6, 1 G-8
Total conference-servicing staff	151	

XI. INTERNATIONAL LABOUR ORGANIZATION

A. Conference facilities and equipment

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Governing Body room		
Podium	23	8 booths
Representatives at table	358	
Gallery	71	
Total	452	
Room I		
Representatives at table	36	4 booths
Room II		
Podium	19	8 booths
Representatives at table + seats	147 70	
Total	236	
Room III		
Podium	5	8 booths
Representatives at table	60	
Total	65	

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Room IV		
Podium	5	8 booths
Representatives at table	60	
Total	65	
Room V		
Podium	15	8 booths
Representatives at table	123	
+ seats	55	
Total	193	
Room VI		
Representatives at table	32	5 booths
Room VII		
Representatives at table	45	6 booths
+ seats	35	
Total	80	
Room IX		
Podium	11	8 booths
Representatives at table	107	
Gallery	27	
Total	145	
Room X		
Representatives at table	41	1 booth
Room XI		
Podium	7	6 booths
Representatives at table	92	
Total	99	
Room XII		
Representatives at table	32	None
Projection room	301	5 booths

Total: 12 rooms (1,402 seats) with simultaneous interpretation and 1 room (32 seats) without simultaneous interpretation.

B. Number of permanent conference staff by category

	Posts	Level
Interpretation		
Chief Interpreter	1	1 P-5
Interpreters	3	3 P-4
General Service	5	3 G-6, 2 G-4
Total conference-servicing staff	9	

XII. INTERNATIONAL MARITIME ORGANIZATION

A. Conference facilities and equipment

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Main Conference Room		10 languages
Podium	9	
Advisers at podium	12	
Representatives at table	254	
Advisers at table	254	
Observers undergallery	120	
Press/Observers' gallery	100	
Total	749	
Meeting Room 1		6 languages
Podium	7	
Advisers at podium	12	
Representatives at table	150	
Advisers at table	150	
Précis-writers	3	
Total	322	
Meeting Room 2		6 languages
Podium	7	
Advisers at podium	12	
Representatives at table	170	
Total	189	

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Meeting Rooms 3 and 4 (each)		6 languages
Podium	5	
Representatives at table	45 x 2	
Total	95	
Rooms 141, 144 and 147 (each)		None
Round table	30 x 3	
Total	90	

Grand total: 5 rooms (1,355 seats) with simultaneous interpretation and 3 rooms (90 seats) without simultaneous interpretation

B. Number of permanent staff by category

There are no permanent interpreters at IMO.

	Posts	Level
Revisers		
Arabic	1	1 P-5
Chinese	1	1 P-5
English	1	1 P-5
French	3	3 P-5
Spanish	1	1 P-5
Russian	1	1 P-5
Translators/revisers		
Chinese	1	1 P-4
French	6	6 P-4
Spanish	5	5 P-4
Russian	2	2 P-4
Translators		
Arabic	1	1 P-3
French	4	4 P-3
Spanish	7	7 P-3
Russian	1	1 P-3

	Posts	Level
Word-processor operators		P-2, G-8/G-4
Arabic	2	
Chinese	2	
English	5	
French	9	
Spanish	10	
Russian	4	
Printing Section	19	P-4, G-8/G-5
Documents Section	11	P-4, G-8/G-3
Conference Section	4	P-4, G-7/G-5
Total conference-servicing staff	101	

XIII. INTERNATIONAL MONETARY FUND

A. Conference facilities and equipment

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Board Room		
Representatives at table	30	6 booths
Additional seating	85	8 channels plus floor
Total	115	
Meeting Hall (can be divided in half to form two smaller rooms)		
Conference seating with microphones	45	8 booths; 8 channels plus floor
Conference seating without microphones	25	
Additional seating	250	
Total	320	
Conference Room 2-530		
Representatives at table	26	3 booths;
Additional seating	45	3 channels plus floor
Total	71	

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
4 IMF Institute lecture rooms		3 rooms with 2 booths equipped for 3 channels plus floor; 1 room with 4 booths equipped for 5 channels plus floor
Total	184	

Total: 7 rooms (690 seats) with simultaneous interpretation

B. Number of permanent conference staff by category

	Posts	Level
Audio-Visual Services		
Chief	1	1 A09 or A10
Vendor technicians	2	-
Assistant	1	1 A06
Bureau of Language Services		
Division Chief	1	-
Interpreters/translators	12	A09-A15

Supporting services, such as interpreters, translators, typists and reproduction and distribution staff, are staffed to serve requirements of the Fund.

XIV. INTERNATIONAL TELECOMMUNICATION UNION

A. Conference facilities and equipment

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Room A		6 languages
At table	82	
Podium	5	
Seats with headsets	12	
Total	99	
Room B		10 languages
At table	248	
Podium	14	
Seats with headsets	60	
Total	322	

Room B can be divided into two rooms with the following facilities:

Room B1		5 languages
At table	124	
Podium	6	
Seats with headsets	30	
Total	160	
Room B2		5 languages
At table	124	
Podium	6	
Seats with headsets	30	
Total	160	
Room C		11 languages
At table	216	
Podium	11	
Seats with headsets	18	
Total	245	

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Room C can be divided into two rooms with the following facilities:		
Room C1		6 languages
At table	108	
Podium	11	
Seats with headsets	9	
Total	128	
Room C2		6 languages
At table	108	
Podium	11	
Seats with headsets	9	
Total	128	
Room T103		4 languages
At table (round table)	21	
Seats without microphones and headsets	10	
Total	31	
Room T101		None
At table	14	
Room D		None
At table	12	
Room E		None
At table (with microphones)	30	
Room F		None
At table	18	

Grand total: 6 rooms (697 seats) with simultaneous interpretation and
4 rooms (74 seats) without simultaneous interpretation.

B. Number of permanent conference staff by category

	Posts	Level
Conference Services		
Chief	1	1 P-5
General Service	1	1 G-6
Material Organization		
General Service	2	1 G-3, 1 G-7
Documents Control		
General Service	2	1 G-5, 1 G-7
Total conference-servicing staff	6	

XV. UNITED NATIONS CHILDREN'S FUND

A. Conference facilities and equipment

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Labouisse Hall - B1		
Seating theatre-style	250	2 languages
Observers	50	
	300	

Total: 1 room (300 seats) with simultaneous interpretation.

B. Number of permanent conference staff

There are no permanent interpreters at UNICEF. A staff member at the G-4 level acts as conference room coordinator. A Professional staff member at the P-2 level provides guidance to the conference room coordinator.

XVI. UNITED NATIONS EDUCATIONAL, SCIENTIFIC AND CULTURAL ORGANIZATION

A. Conference facilities and equipment

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Room I	1 368	7 languages
Room II	460	6 languages
Room III	61	None
Room IV	358	6 languages
Room V	40	None
Room VI	56	6 languages
Room VII	41	2 languages
Room VIII	45	6 languages
Room VIII bis	30	None
Room IX	96	5 languages
Room X	267	6 languages
Room X bis	41	6 languages
Room XI	272	6 languages
Room XII	428	6 languages
Room XIII	82	6 languages
Room XIV	54	3 languages
Room XV	36	None
Room XVI	51	3 languages

Total: 14 rooms (3,619 seats) with simultaneous interpretation and 4 rooms (167 seats) without simultaneous interpretation

B. Number of permanent conference staff by category

	Posts	Level
Conference Division		
Chief	1	1 P-5
Conference officers	2	1 P-4, 1 P-5
Interpretation Division		
Chief of Section	1	1 P-5
Interpreters	6	6 P-4
General Service	2	1 G-2/G-3, 1 G-4
Translation Division		
Director	1	1 D-1
Chiefs of Sections	6	6 P-5
Editor of Records/Reviser	1	1 P-5
Revisers		
Arabic	4	4 P-4
Chinese	2	2 P-4
English	3	3 P-4
French	5	5 P-4
Russian	4	4 P-4
Spanish	3	3 P-4
Translators	36	1 P-1/P-2, 35 P-3
Clerks	6	6 G-4
Typists		
Audio-typists	14	14 G-2/G-3
Composition typists/word-processing operators	50	38 G-2/G-3, 6 G-4, 5 G-5, 1 P-1
(including 6 chiefs of unit)		5 G-4, 1 G-5
Photocomposition operators (including 1 supervisor)	6	5 G-4, 1 G-5
Technical preparer	1	1 G-4

	Posts	Level
Reproduction/Distribution		
Production staff	5	G-4/G-5
Draughtsmen	6	6 G-5
(including 1 chief of unit)		1 P-1/P-2
Printing and binding		
Chief	1	1 G-6
Foremen	2	1 G-4, 1 G-6
Offset press operators	8	8 G-4/G-5
Assembler machine operators	15	15 G-3
Photo laboratory		
Chief	1	1 G-6
Senior photo-engraver/chief maker-up	1	1 G-5
Photo-engravers	4	4 G-4
Operators/Maker-up	3	3 G-3
Total conference-servicing staff	201	

XVII. UNITED NATIONS UNIVERSITY

A. Conference facilities and equipment

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Main Conference Room		
Rostrum	10	8 booths
Representatives at table	304	
Observers (Gallery)	60	
Medium Conference Room		
Representatives at table	110	8 booths
Committee Room No. 1	20	4 booths
Committee Room No. 2	21	None
Committee Room No. 3 (Committee Rooms No. 2 and No. 3 can be joined to form one large lecture room, when required, by removing the partition dividing the two rooms)	25	None

Total: 3 rooms (504 seats) with simultaneous interpretation and
2 rooms (46 seats) without simultaneous interpretation

B. Number of permanent conference staff by category

The University does not at present have on board regular conference-servicing staff. However, whenever UNU meetings are held, staff members dealing with those meetings usually provide assistance in addition to performing their routine work. In the case of United Nations-sponsored conferences convened in UNU conference premises, such supporting services as interpreters, typists, reproduction, distribution and receptionists can be arranged locally, as required.

XVIII. UNIVERSAL POSTAL UNION

A. Conference facilities and equipment

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Large conference room		10 languages
Rostrum	11	
Representatives at table	160	
Gallery	40	
Total	211	
Small conference room		6 languages
Rostrum	10	
Representatives at table	96	
Total	106	

Total: 2 rooms (317 seats) with simultaneous interpretation

B. Number of permanent conference staff by category

UPU has no permanent conference-servicing staff.

XIX. WORLD BANK

A. Conference facilities and equipment

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Washington headquarters		
Eugene Black Auditorium (variable seating) (under construction; estimated completion by 1996)	(500 planned)	6 languages
H Building Auditorium (variable seating)	200 to 330	5 languages
Room JB 1080 (variable seating)	150 to 200	5 languages
Board Room (MC13-301) (fixed seating)	134	3 languages
Room GC1-800	80	2 languages
Room E-1244 (under construction, est. completion by 1996)	(100 planned)	3 languages
Room H-2300 (fixed seating)	64	1 language
Room H 1-200 (fixed seating)	82	1 language
Room J 1-050 (fixed seating)	67	None
Room JB 1-075 (fixed seating)	38	1 language
Economic Development Institute		
Room M-1050 (fixed seating)	30	2 languages
Room M-2050 (fixed seating)	20	None
Paris office		
Room A (fixed seating)	105	5 languages
Room B (fixed seating)	40	2 languages
Room C (fixed seating)	20	2 languages

Total Washington: 8 rooms (10 rooms by 1996), 778-958 seats with simultaneous interpretation and
2 rooms, 87 seats without simultaneous interpretation
Paris: 3 rooms, 165 seats with simultaneous interpretation

B. Number of permanent conference staff by category

	Posts	Level
Chief, Conference Services Section	1	23
Conference Services Assistant	1	16
Supervisor, Audiovisual Unit Supervisor	1	19
Audiovisual technicians	6	16
Interpretation Section Chief	1	24
Full-time staff interpreter	1	24
Long-term contract interpreters	2	-
Interpretation specialized assistant	1	16
Interpretation staff assistant	1	14

The Interpretation Section at the World Bank is currently composed of four Professionals, but works extensively with outside contracts worldwide and provides interpretation in all languages. The Chief Interpreter works from/into English, French, Spanish and Portuguese. The staff interpreter works from/into Russian and English.

The European (Paris) office:

Full-time Conference Officer	1
Conference Office Assistant	1
Total conference-servicing staff	17

XX. WORLD HEALTH ORGANIZATION

A. Conference facilities and equipment

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
WHO headquarters, Geneva		
Executive Board Room		
At tables	36	7 languages
Advisers	72	
Periphery	212	
Gallery	106	
Total	426	
Rooms A and C		
At tables	57	6 languages
Periphery	40	
Total	97 x 2 194	
Rooms B and D		
At tables	45	6 languages
Periphery	31	
Total	76 x 2 152	
Room E.110		
At tables	24	None
Periphery	8	
Total	32	
Room X.7 and X.10		
At tables	14	
Periphery	8	
Total	22 x 2 44	
Room V.6		
At tables	14	
Periphery	8	
Total	22	

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Rooms L.10, L.14 and L.18		
At tables	14	
Periphery	12	
Total	26 x 3 78	
Room F	20	
Periphery	6	
Total	26	
Room G	32	
Periphery	14	
Total	46	
Rooms M.105, 205, 305, 405, 505, 605		
At tables	24	
Periphery	16	
Total	40 x 6 240	

Total: 5 rooms (772 seats) with simultaneous interpretation and
15 rooms (488 seats) without simultaneous interpretation

Grand total: 20 rooms with 1,260 seats

WHO Regional Office for Africa, Brazzaville

Conference Hall No. 1	Total	240	5 languages
Conference Hall No. 2	Total	80	3 languages
Subcommittee Room No. 1	Total	20	2 languages

Total: 3 rooms (340 seats) with simultaneous interpretation

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
WHO Regional Office for the Americas/Pan American Sanitary Bureau, Washington		
Conference Room A		5 languages
Head table	7	
Behind head table	10	
Table microphones	48	
Regular seating	197	
Total	262	
Room B		4 languages
Head table	5	
Behind head table	6	
Table microphones	40	
Regular seating	52	
Total	103	
Room C		4 languages
Head table	5	
Behind head table	6	
Table microphones	34	
Regular seating	32	
Total	77	
Room D		2 languages
Table microphones	35	
Regular seating	25	
Total	60	
Total: 4 rooms (502 seats) with simultaneous interpretation		
WHO Regional Office for the Eastern Mediterranean, Alexandria		
Conference Hall		3 languages
Seating capacity (for a meeting)	64	
Seating capacity (general)	90	
Total: 1 room (90 seats) with simultaneous interpretation		

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
WHO Regional Office for South-East Asia, New Delhi		
Conference Hall		2 languages
Around the table	180	
With additional chairs	40	
Total	220	
Committee Room		
Around the table	50	
With additional chairs	10	
Total	60	
Meeting Room No. 444		
Around the table	42	
With additional chairs	8	
Total	50	
Meeting Room No. 220		
Around the table	34	
Total	34	
Total: 1 room (220 seats) with simultaneous interpretation 3 rooms (144 seats) without simultaneous interpretation		
WHO Regional Office for the Western Pacific, Manila		
Conference Hall		3 languages
Around the table	42	
Secondary	87	
Total	129	
Room 3201		
Around the table	24	
Secondary	36	
Total	60	
Room 2206		
Around the table	24	
Secondary	30	
Total	54	

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Room 2311		
Around the table	16	
Secondary	12	
Total	28	
Room 1427		
Around the table	16	
Secondary	12	
Total	28	

Total: 1 room (129 seats) with simultaneous interpretation
4 rooms (170 seats) without simultaneous interpretation

Total: 5 rooms with 299 seats

B. Number of permanent conference staff by category

	Posts	Level
Interpreters	1	1 P-4
Translators/Revisers		
Arabic	3	2 P-4, 1 P-5
Chinese	2	1 P-4, 1 P-5
Russian	2	1 P-4, 1 P-5
Spanish	2	1 P-4, 1 P-5
Translators		
Chinese	2	2 P-3
Russian	1	1 P-3
Editors		
French	2	1 P-3, 1 P-4
Spanish	1	1 P-4
Reproduction	15	2 G-3, 5 G-4, 6 G-5, 1 G-6, 1 G-7
Distribution	23	1 P-3, 3 G-2, 7 G-3, 8 G-4, 3 G-5, 1 G-6
Permanent establishment assigned to service the World Health Assembly (around 2 weeks) and the Executive Board (around 2 weeks): Translators/revisers, translators and editors as listed above	—	
Total conference-servicing staff	54	

/...

XXI. WORLD INTELLECTUAL PROPERTY ORGANIZATION

A. Conference facilities and equipment

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Room A	270	6 languages
Room B	83	3 languages
Room 1.1	23	None
Celeste	30	None

Total: 2 rooms (353 seats) with simultaneous interpretation and
2 rooms (53 seats) without simultaneous interpretation

B. Number of permanent conference staff by category

There is no staff handling only conference services at WIPO. The staff of the Buildings Section, Conference, Communications and Procurement Section, Meetings and Documents Service, Language Division, as well as staff in other units responsible for the secretariat of a meeting in execution of the programme, provide clerical, secretarial and even translation services. Freelance interpreters are engaged when needed for meetings.

XXII. WORLD METEOROLOGICAL ORGANIZATION

A. Conference facilities and equipment

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Room 1 (Sir Arthur Davies Hall)		6 channels
Representatives at table	114	23 microphones
Gallery	24	
Total	138	
Room 2		None
Representatives at table	23	
Room 3		None
Representatives at table	12	

Total: 1 room (138 seats) with simultaneous interpretation and
2 rooms (35 seats) without simultaneous interpretation

WMO is not in a position to host and provide adequate facilities and offices (translation, reproduction, etc.) to meetings outside the normal activities of WMO. The rooms are available for lease only at periods during which WMO has no meetings of its own.

B. Number of permanent conference staff by category

	Posts	Level
Conference branch	2	1 P-4, 1 G-7
Interpreters/Translators		
French	1	1 P-4
Russian	2	2 P-4
Spanish	1	1 P-4
(also used for day-to-day translation at periods when no meetings are held)		
No other permanent conference staff. Supporting services such as translators, typists, reproduction and distribution staff of the permanent establishment of the WMO secretariat service meetings of constituent bodies in addition to their ordinary duties with the help of freelance staff as and when necessary.	-	
Total conference-servicing staff	6	

XXIII. INTERNATIONAL RESEARCH AND TRAINING INSTITUTE FOR THE ADVANCEMENT OF WOMEN

A. Conference facilities and equipment

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Plenary hall		
Podium	8	3 languages
Advisers	7	
Delegates at table	33	
Advisers	33	
Total	81	
Caucus Room	21	None
Consultation room	9	None

Total: 1 room (81 seats) with simultaneous interpretation and
2 rooms (30 seats) without simultaneous interpretation

B. Number of permanent conference staff by category

There are no permanent interpreters on the INSTRAW staff. The five interpreters (English/French/Spanish) available in the Dominican Republic are hired under short-term contracts to service scheduled meetings. One conference assistant (General Service staff) is available, as required.

	Posts	Level
Conference Assistant	1	1 G-6

XXIV. INTERNATIONAL ATOMIC ENERGY AGENCY

A. Conference facilities and equipment

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Boardroom		8 languages
Board arrangement	250	
Lecture arrangement	321	
Theatre arrangement	399	
Room I		8 languages
Lecture arrangement	181	
Theatre arrangement	298	
Room IV		5 languages
U-shape	74	
Room V		5 languages
U-shape	66	
Room VI		5 languages
U-shape	62	
Room A7		4 languages
U-shape	25	
Room A19		4 languages
U-shape	27	

Total: 7 rooms (712-951 seats) with simultaneous interpretation.

B. Number of permanent conference staff by category

	Posts	Level
Conference Services		
Professional	2	1 P-2, 1 P-4
General Service	8	1 G-4, 2 G-5, 5 G-7
Translation Service		
Direction and Coordination Service		
General Service	7	2 G-3, 2 G-5, 2 G-6, 1 G-7
Arabic		
Professional	5	3 P-3, 1 P-4, 1 P-5
General Service	5	4 G-5, 1 G-7

	Posts	Level
Chinese		
Professional	5	3 P-3, 1 P-4, 1 P-5
General Service	5	4 G-5, 1 G-7
English		
Professional	9	5 P-3, 3 P-4, 1 P-5
General Service	7	4 G-5, 2 G-6, 1 G-7
French		
Professional	9	5 P-3, 3 P-4, 1 P-5
General Service	8	6 G-5, 1 G-6, 1 G-7
Russian		
Professional	9	5 P-3, 3 P-4, 1 P-5
General Service	8	7 G-5, 1 G-7
Spanish		
Professional	9	1 P-5, 3 P-4, 5 P-3
General Service	8	6 G-5, 1 G-6, 1 G-7
Terminology/Reference Unit		
Professional	1	1 P-3
General Service	1	1 G-6
Documents Control Unit		
Professional	1	1 P-5
General Service	8	2 G-4, 3 G-5, 2 G-6, 1 G-8
Reproduction Unit		
General Service	39	7 G-4, 22 G-5, 8 G-6, 2 G-7
Distribution		
General Service	13	1 G-4, 9 G-5, 2 G-6, 1 G-7
Total conference-servicing staff	167	